



## Planning & Community Development

# DEMOLITION PERMIT SUBMITTAL CHECKLIST

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information.

**Applications may not be accepted after 4:00 pm.**

NOTE: A Demolition Permit is required for each structure over 200 square feet to be demolished. A permit is not required for partial demolition related to a Building Permit. Multiple buildings or structures may be included on a single permit. Most demolitions qualify as an Express Permit (*See Express Permit handout*):

- Residential demolition on properties without critical areas or buffers
- Commercial structures exempt from SEPA

☐ **Permit Application**

☐ **Critical Areas Worksheet.** A critical area report may be required if a critical area exists on or adjacent to the site. *If applicable, Critical Area Report – two (2) copies.*

☐ **Copy of Asbestos/Demolition Notification.** Required from Puget Sound Clean Air Agency, <https://secure.pscleanair.org/asbestos/> This agency can be contacted at (206) 343-8800 for additional information. (Please do not submit the asbestos report to the City).

☐ **Rodent Abatement Letter.** A declaration from a pest control company stating that they have completed a rodent abatement process on the property or that they have examined the property and find no evidence of rodents.

☐ **Sewer Cap-off Permit.** Submit one copy. Required from Ronald Wastewater Management District when sewer connection exists to structure(s) to be demolished. **Please contact Ronald Wastewater at (206) 546-2494 for more information.**

☐ **Site Plans for EXPRESS Applications only - two (2) copies 11"x 17" maximum size.**

- North arrow.
- Site Address.
- General representation of the property including property lines, building(s) and structure(s) to be removed and retained (scale not required).
- Approximate significant tree locations.

☐ **Site Plans for all other demolition applications - two (2) copies 11 x 17 minimum size drawn to an engineering scale (e.g. 1" = 20').**

- North arrow and graphic scale.
- Site Address.
- Name and contact information for the person who prepared the drawing.
- Property lines with dimensions labeled.
- Location of all existing buildings and other site improvements, including their uses. Label structures to be removed or retained.
- Existing streets, alleys, and drainage courses.
- The location of all critical areas and buffers on or adjacent to the site.
- All significant trees including location, size, species, and drip line. Include details for tree protection measures.

☐ **Storm Water Pollution Prevention Plan**

- Location and detail of construction site access.
- All relevant drawing details and notes for each erosion, sediment, and dust control Best Management Practices to be used.

☐ **Historic Report** – may be required if structure is determined to have historical significance.

**Business Hours: M – F 8:00 a.m. to 5:00 p.m. ♦ Permit Processing Hours: M – F 8:00 a.m. to 4:00 p.m.**

**17500 Midvale Avenue North, Shoreline, Washington 98133-4905**

Telephone (206) 801-2500 Fax (206) 801-2788 [pcd@shorelinewa.gov](mailto:pcd@shorelinewa.gov)

2/2014

**Special considerations:**

1. Certain utilities (e.g. water, natural gas, electric, cable, etc.) may have specific requirements that must be met prior to demolishing a building. Please contact the individual utilities serving the property prior to commencing work.
2. No clearing, grading, or tree removal is authorized under a demolition permit.

**Submittal Fees**

Residential (single-family)	\$155.75 (\$155.75 hourly rate, 1 hour minimum)
Surcharge	<u>4.50</u> (Washington State Building Code Council)
Total	\$160.25
Commercial/Multi-Family	\$467.25 (\$155.75 hourly rate, 3 hour minimum)
Surcharge	<u>4.50</u>
Total	\$471.75

Please note that these fees are updated annually and are subject to change. Additional fees may be assessed based on the specifics of the proposal. Additional review may be required for those sites with unique land use characteristics and/or critical areas.

**NOTE: Please be sure that all drawings are clear and information is legible. No pencil drawings will be accepted.**

**OTHER PERMITS THAT MAY BE REQUIRED:**

- Clearing and Grading - for clearing of vegetation, removal of trees, and/or site grading
- Right-of-Way Use
- Oil Tank Decommissioning

City of Shoreline applications and submittal checklists may be downloaded from our website [www.shorelinewa.gov](http://www.shorelinewa.gov)